



# Program Director

Job Description

## Lake Nutimik Baptist Camp Inc. o/a Camp Nutimik

.75 Position – Permanent

(Full Time – May through August, Part Time – the remainder of the year)

Lake Nutimik Baptist Camp (“the Camp”, “Camp Nutimik”) is located 115km northeast of Winnipeg on provincial Road #307 in the middle of thousands of acres of forests, lakes and rivers in Manitoba's picturesque Whiteshell Provincial Park. The Camp is located on the shore of Lake Nutimik, which is a part of the Winnipeg River System.

Camp Nutimik is a not-for-profit organization affiliated with the Manitoba Baptist Association. The camp was established at its present site in 1954. Through much sacrificial giving and dedicated labour, the site has been developed into a beautiful, practical, year-round facility.

### **Role: Program Director**

Reporting to the Executive Director the Program Director is responsible for developing, implementing and overseeing the general program operations of Camp Nutimik in a manner that delivers the mission and vision of the Camp. The program has the mandate of reaching children and youth for Christ, providing opportunities for campers to become committed followers of Jesus Christ, and developing Christian leaders. It is expected that the Program Director will carry out the responsibilities listed in this document in a manner that glorifies Jesus Christ, demonstrates Christian character traits of truth, love and grace, and fulfills the Mission Statement to the highest standard of professional and personal excellence.

The Program Director is part of the Senior Leadership Team committed to building the Kingdom of God. Camp Nutimik's ministry is relationship-centered and therefore, the Program Director must be able to *convey* a sense of Christ-like hospitality and concerns for visitors, guests, campers, volunteers, and staff. The Program Director must have demonstrated ability to lead, motivate and develop strong teams through positive mentoring relationships with full-time, year-round staff, seasonal workers, and volunteers.

### **Key Responsibilities:**

- In collaboration with the Executive Director develop a calendar for the upcoming year, hire and train seasonal staff, select/prepare camp curriculum and teaching outlines, develop program materials, prepare program/staffing schedules, roles/responsibilities for each week etc.
- In collaboration with the Executive Director, work within approved budgets, identify the roles for upcoming camp season, determine the appropriate number of seasonal staff for each role, prepare staffing outline, develop job descriptions, conduct interviews and select seasonal staff.
- Develop programs that incorporate positive experiences for campers and the community that reflect the beliefs and values of the camp.
- Foster an effective and creative staffing and volunteer environment that trains the seasonal staff allowing them to develop, grow, lead, and manage their assigned portfolios.

- The position requires efficient and effective time management skills regarding seasonal staff support and tasks, projects, and programming.
- Due to the highly seasonal nature of this role, it is expected that the candidate will adapt their workday to accommodate work responsibilities that include evenings, weekends and long hours. All overtime must be pre-approved by the Executive Director.
- During the course of employment, the candidate may create artifacts, documentation or other such content (intellectual property) for use by the camp. All such content will remain intellectual property of the camp.

### **Qualifications:**

- Mature Christian believer with a profession of accepting Jesus Christ as their Lord and Saviour, supported by witnesses from their local church. A reference check including at least one Pastor, as well as other believers who have known the candidate for at least five years.
- Demonstrated evidence of the Fruit of the Spirit (Galatians 5:22-23<sup>1</sup>), and other attributes of Christian character as listed in the scriptures
- CPR and Standard First Aid, and WHMIS required prior to the start of the summer programming season.
- Valid Class-5 Manitoba Drivers license
- Criminal Check, Vulnerable Individuals Registry Check, Credit Check
- Must be able to lift, drag, or carry at least 30 lbs as well as daily exposure to sun and heat and varying environmental conditions.

### **Experience:**

- 2+ years experience in senior camping position is preferred
- Minimum grade 12, College/University is an asset
- Experience serving in Children's or Youth ministry with Christian organization or churches

### **Job Requirements:**

#### **Camp Summer Programming - 40%**

- Review and submit all seasonal staff job descriptions to the Executive Director for approval
- Set Summer Camping Calendar in consultation with the Executive Director
- Select Camp theme and curriculum.
- Manage and execute camp program including weekly plans for the summer camp
  - (Classic Camps, Outdoor Adventure, Leadership Steps, Family Adventures)
- Submit Summer Camp budget to the Executive Director
- Review and update camp procedures with Executive Director
- Prepare for summer camp chapels for the campers and plan for special activities.

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<sup>1</sup> But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control; against such things there is no law.

- Ensure programming is in adherence with Camp Nutimik Policies and additional standards/regulations (MCA, Manitoba Health, Recreation Act, Park and Environmental regulations etc.)

### **Staffing - 30%**

- Prepare and get Executive Director's approval for staff application forms and recruiting materials, submit for publishing online and gathering responses with the assistance of the Registrar as needed.
- Schedule and complete all interviews with the Executive Director, and recruit personnel for all staff and volunteer positions (including program staff, support staff, health officers, camp speakers, etc.)
- Plan/prepare/schedule/recruit for all staff training events/materials for all positions.
- Develop and deliver training for all seasonal staff, including formal training events such as skills training weekend.
- Prepare online staffing portal with assistance from registrar as needed.

### **Communications - 10%**

- Updates/cards/communications/check-ins with seasonal staff from previous summer throughout the year
- Submit an annual operational calendar for the Executive Director and Board to review in Q4 for the upcoming calendar year.

### **Off-Season Events - 10%**

- Under direction from the Executive Director plan, prepare and provide leadership for camper and staff reconnect events, such as:
  - Staff: Appreciation Dinner, Winter Retreats, Reunions, Gatherings
  - Winterized (Winter Camp)
  - Worship Nights (Spring & Fall) – hosted by supporting churches.

### **Other – 10%**

- Assist Executive Director to prepare for MCA accreditation.
- Assist with groups on site or cover water testing responsibilities on occasion.
- Attend MCA and MBA Ministerial meetings as schedule allows. Attendance at Ministerial retreat and MCA/CCI spring conference strongly encouraged.
- Annually pursue certifications based on camp needs and requirements, such as Mental Health First Aid, Non-Violent Crises Intervention, etc.
- Other duties as required and communicated by the Executive Director

Final paragraph.

- The Program Director is a vital part of the Camp's leadership for making camp a success. They will use their skills to delegate and assist in camp activities as required.